



Office of Administrative Services
FOIA Requester Service Center

February 8, 2017

Mr. Michael Ravnitzky

Dear Mr. Ravnitzky:

This is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request (GSA-2017-000330), dated January 6, 2017, in which you requested the following:

“[a] digital/electronic copy of the FACA Course Manual. It is also called the Federal Advisory Committee Act Management Course Manual. I am submitting this request to the GSA by email in accordance with GSA Regulations 41 CFR 105-60.402-1 (see below). This is a noncommercial individual request. I agree to pay up to \$25 for applicable fees, if necessary. Sincerely, Michael Ravnitzky 1905 August Drive Silver Spring, MD 20902 301-592-8808 mikerav@verizon.net cc: Thorson/Marshall.”

Although we were unable to find the requested documents, we are aware of web references to these documents (in the context of past GSA Federal Advisory Committee Act (FACA) training). Enclosed please find a document we believe is responsive to your request. The enclosure is a copy of the current GSA FACA training.

This completes our action on this request. Should you have any questions concerning this matter, please feel free to contact Ms. Lorelei Kowalski, Director, Committee Management Secretariat at 202-208-6035 or by email at loirelei.kowalski@gsa.gov. You may also contact the GSA FOIA Public Liaison, Ms. Audrey Brooks, at 202-205-5912 or by email at audrey.brooks@gsa.gov for any additional assistance and to discuss any aspect of your FOIA request.

Sincerely,

Travis S. Lewis

FOIA Program Manager

Enclosure